

CITY OF BURBANK

POWER SUPPLY SCHEDULER

DEFINITION

Under general direction to: coordinate and schedule utility power and transmission requirements according to both system and market demands; account for all transactions on a daily and monthly basis; maintain database of all power supply transactions; perform other duties as required.

ESSENTIAL FUNCTIONS

Prepares forecasts of power loads; schedules generation and transmission resources to meet needs and requirements; reviews power resource contracts; reviews power resource availability and alternatives; confirms power scheduling activities with other utilities, marketers, and control area authorities; performs energy tagging as required; provides information regarding system operations; monitors system and supply activities; prepares power system production and financial analyses reports.

MINIMUM QUALIFICATIONS

Employment Standards

- Knowledge of - principles of power system operation, including power flow concepts; power system forecasting; power scheduling techniques and energy accounting; principles of business as applied to energy transactions, and the operation and use of scheduling systems.
- Ability to - use word processor, spreadsheet, and database applications; communicate effectively in English, both verbally and in writing; effectively interact and negotiate with other utility and marketing personnel; identify scheduling problems and implement corrective actions; prepare electric system pre-schedules and forecasts; make independent judgements and decisions using standard policy or procedure; maintain a safe working environment; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education and Training: Graduation from high school or G.E.D. or high school equivalent and three years of increasingly responsible sub-professional technical experience, power system operation dispatch experience, power plant operating experience, or other relevant experience in the energy field. Note: A Bachelor's Degree in engineering, science, business, finance, economics and one year of qualifying experience may be considered in lieu of three years experience.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.